



APPLICATION FOR CERTIFICATE OF APPROPRIATENESS INSTRUCTIONS

- A. **Pre-Application Conference:** To ensure that an application for review and approval of a proposed project is documented adequately for timely consideration, the applicant is advised to consult with the Planning and Zoning Coordinator and/or the Commission Chairperson prior to completing the application. The coordinator will assist the applicant in assembling the required documentation and will make available information from the Historic District/Landmarks Inventory as well as from City maps and records to aid in preparation of the application. During this review, the applicant can be advised of any policies, guidelines and/or criteria which may apply in the consideration of the application.
- B. **Application:** The applicant shall submit the application to the Planning and Zoning Coordinator. The application shall not be considered complete until the \$15 filing fee has been paid and until all required documentation has been submitted (See Item C).
- C. **Documentation:** Applications shall be accompanied by the documentation specified in the relevant section or sections of the application. However, the Coordinator may waive any item of documentation that is deemed unnecessary or may require additional items that have been deemed necessary to enable the Commission to reach an informed decision. Specific types of documentation include but are not limited to:
1. **Architectural Drawings:** Plans and exterior elevations drawn to scale which adequately show the design intent and architectural character of the proposal. Materials, textures, colors and other items which characterize the appearance of the proposed building, alteration or change shall be indicated. Such drawings should not exceed 11" x 17" in order to allow the reproduction of such drawing on a standard copier.
 2. **Site Plan:** A site plan drawn to scale or to a scale adequate to clearly show the following: (a) Shape and dimensions of the site; (b) Location of existing and proposed structures and the proposed use of each; (c) Location and characteristics of existing and proposed landscaping and any substantial changes in the existing topography; (d) Location, design and materials to be used in construction of paved areas, driveway entrances and exits, walls, fences, railings, walks, terraces, signs, exterior lighting and similar features as necessary and the relationship of these to the site and any existing buildings as well as any impact on adjacent properties. The site plan should not exceed 11" x 17" in order to allow the reproduction of such drawing on a standard copier.
 3. **Other Documentation:** Other documentation which supplements the above, such as photographs, detailed drawings of significant decorative elements and samples of exterior materials and colors, as applicable, may be required in order to provide additional information.
- D. **Application Fee:** As noted above, an application fee in the amount of \$15 shall accompany the application unless the application is such that it is exempt from full Commission review in which case the fee is \$5. Non-profit organizations are exempt from fees. No action shall be taken on any application where a fee is required until said fee has been paid.

FOR THE APPLICANT'S INFORMATION:

THE HISTORIC PRESERVATION COMMISSION, HEREINAFTER REFERRED TO AS "THE COMMISSION", WILL MEET WITHIN FIFTEEN (15) DAYS RECEIPT OF A COMPLETED APPLICATION TO CONDUCT A PUBLIC HEARING ON THE MATTER. MEETINGS ARE HELD ON THE SECOND TUESDAY OF THE MONTH AT 4:30 PM IN THE CITY HALL CONFERENCE ROOM ON THE THIRD FLOOR OF CITY HALL (ROOM 307). A NOTICE WILL BE PUBLISHED IN THE NEWSPAPER AT LEAST THREE (3) DAYS BEFORE THE HEARING DATE ALERTING INTERESTED PARTIES TO THE MEETING. THE PETITIONER WILL BE SENT A NOTICE BY MAIL. SPECIAL MEETINGS CAN BE CALLED WHEN NEEDED.

NO ADDITIONS OR ALTERATIONS MAY BE MADE TO THE APPLICATION ONCE THE HEARING NOTICE HAS BEEN PUBLISHED IN THE NEWSPAPER. MODIFICATIONS MAY BE ALLOWED BY THE COMMISSION AT THE HEARING PROVIDED SUCH MODIFICATIONS DO NOT EXCEED THE DESCRIPTION OF THE PROPOSED WORK AS CONTAINED IN THE PUBLIC NOTICE. NO DEVIATION FROM THE CERTIFICATE OF APPROPRIATENESS CAN BE MADE WITHOUT APPROVAL OF THE COMMISSION IN THE FORM OF A NEW OR REVISED APPLICATION. NO CERTIFICATE OF APPROPRIATENESS WILL BE ISSUED UNTIL A BUILDING PERMIT, IF REQUIRED, HAS BEEN OBTAINED. NO CONSTRUCTION OR ALTERATION CAN COMMENCE WITHOUT APPROVAL OF THE INSPECTION DEPARTMENT IN

THE FORM OF A PERMIT. PERMITS ARE REQUIRED FOR ALL FACETS OF THE PROJECT UNLESS WAIVED BY THE INSPECTION DEPARTMENT.

ALL WORK MUST BE IN ACCORDANCE WITH THE RULES AND REGULATION OF THE INSPECTION DEPARTMENT AND MUST COMPLY WITH ALL APPLICABLE CODES. APPROVAL BY THE COMMISSION DOES NOT ELIMINATE THE RESPONSIBILITY OF CODE COMPLIANCE AND/OR INSPECTION DEPARTMENT APPROVAL.

Applicant: _____

Mailing Address: _____ Daytime Phone: _____

Street Address of the Property: _____

Legal Description of Property (Tax record may be attached in lieu of recording information)

For Office Use Only

Building Significance: Pivotal _____ Landmark _____ Contributing _____

Marginal _____ Non-Contributing _____ Intrusion _____ Vacant Lot _____

Zoning District: _____

Type of Proposal: Addition _____ Alteration _____ Demolition _____

Fence _____ New Construction _____ Painting* _____ Siding _____

Sign _____ Other (specify) _____

*Commercial Structures only

It is warranted in good faith that the statements above and on the attached page(s) are true and correct. I (We) understand that if this application is approved, it becomes a part of the Certificate of Appropriateness, and that such approval has been received only for the work specified herein subject to any conditions and/or modifications imposed by the Commission.

Signature(s) _____ Date _____

For Office Use Only

Received by _____ Date _____ Inventory # _____

Items Waived _____

Waiver approved by Chair _____ Date _____

DEMOLITION APPLICATION
LAUREL HISTORIC PRESERVATION COMMISSION

NOTE: THE COMMISSION HAS THE RIGHT TO DELAY ACTION ON ANY DEMOLITION OF A HISTORICALLY SIGNIFICANT STRUCTURE FOR SIX (6) MONTHS [180 DAYS]. DURING THAT TIME THE COMMISSION IS OBLIGATED TO PURSUE MEANS OF PRESERVING THE STRUCTURE. CITY OF LAUREL ORDINANCE #1021-1984, SECTION XII, SUBSECTION H, 'STAY OF DEMOLITION" STATES: "If an applicant for a certificate of appropriateness for demolition of a resource within a historic district or a landmark or a landmark site, action upon such application shall be stayed for a period of 180 days, during which time the Commission and the applicant shall undertake meetings and continued discussions for the purpose of finding a method to save such property. During such period, the applicant and the Commission shall cooperate in attempting to avoid demolition of the property. At the end of said 180 day period, the Commission shall meet again to discuss the application and if no mutually agreeable method of saving the property bearing a reasonable prospect of eventual success is underway, or if no formal application for funds from any governmental unit of nonprofit organization to preserve the property is pending, the Commission shall notify the City, and the building inspector, upon written notice of the City, may but is not required to issue a permit for demolition without a certificate of appropriateness being issued."

I/We, as an applicant for demolition, understand my responsibility under City law and agree to fulfill that responsibility to undertake meetings and continuing discussions with the Commission for the purpose of finding a method to save such property an to cooperate in attempting to avoid demolition of the property.

Signature _____ Date _____

_____ Attach photograph(s) of the structure to be demolished

State purpose of demolition (if a condemnation notice from the City has been issued, attach copy).

If the structure is to be replaced by new construction, complete the 'new construction' application and attach. (NOTE: All new construction must be approved by the Inspection Department and may be subject to Site Plan Review by the City).

If the structure is NOT to be replaced by new construction, state intended use of site:

Estimated Starting Date for Work: _____ Estimated Completion Date: _____